

Ohio Association of Chiefs of Police
Advisory Services

Review Process for Final Reports

1. At the time of the Pre-Assessment meeting, the Lead clarifies with the client the scope and nature of the content of the final report. The Lead also indicates that the scores will be given to the client within 1 week of the Assessment Center and the final report will be received within 3 weeks.
2. One week prior to the Assessment Center, Craig King selects one Lead (called the Review Lead) to review the 2nd Draft of the Assessment Center report. (Review Leads are selected on a rotating basis so that a Lead's report is not consistently read by the same review committee member and on the basis of who is available to read the report quickly. Review Leads consists of Leads who volunteer to participate in this process.)
3. Lead submits 1st draft of report by fax or email to both Assessors on the Assessment Team. Lead communicates the client's expectations as to scope and nature of the content to both Assessors.
4. Assessors review 1st draft primarily for typographical and grammatical mistakes, but also for format & completeness.
5. Assessors return 1st draft with changes or suggestions to Lead within two days.
6. Lead confirms with Craig King the completion of proof reading by Assessors and 1 hour of pay is credited to each Assessor.
7. Lead makes changes and sends the 2nd Draft to the Review Lead. Lead communicates the client's expectations as to scope and nature of the content to the Review Lead.
8. Review Lead reviews 2nd Draft primarily for format & completeness, but also for typographical and grammatical mistakes.
9. Review Lead returns 2nd Draft with changes or suggestions to Lead within two days.
10. Lead confirms with Craig King the completion of proof reading by Review Lead and 1 hour of pay is credited to Review Lead and to Assessment Center Lead.
11. Lead makes changes and mails, emails or faxes a copy of the final report to the client and a copy to OACP.
12. If the Review Lead has concerns about the quality of the report, he contacts the Advisory Services Policy Committee (ASPC) Chairperson.
13. The ASPC Chairperson determines if and when to discuss the matter with the Lead.
14. Craig King pays Assessors and Review Lead members one hour on the next paycheck or when the person has accumulated three unpaid reviews.
15. Three hours of consultant time is added to each client's invoice.